

**Instructions for
Completing a Federal Parent (PLUS) Loan Master Promissory Note (MPN)**

1. Go to www.studentloanonline.com.
2. Click the blue “**Get Started**” button.
3. Click the “**Create One**” button.
 - Parent **MUST** create an account to use StudentLoanOnline.
 - Parent will need an email address to create an account. If parent does not have an email address, they may obtain one for free from StudentLoanOnline.
 - Parent should enter all requested information.
 - Confirm that all information parent has entered is correct.
4. Parent will be directed to their **Account Home Page**.
5. Click the “**Start a new Master Promissory Note or Loan**” button to complete a PLUS Master Promissory Note.
6. Click the “**Apply as a Parent**” button.
7. Select State: CO
8. Select School: Rocky Mtn Coll of Art Design
9. Click the “**Federal PLUS**” loan button.
10. Select a Loan Term:
 - Enter Loan Period Begin and End Dates as follows:
If student is beginning Summer 2007, please select 05/14/2007 – 08/03/2007
If student is beginning Fall 2007, please select 08/27/2007 – 04/25/2008
If student is beginning Spring 2008, please enter 01/07/2008 – 04/25/2008
11. Enter student’s information. Confirm that the student’s information is correct.
12. Parent will be required to complete a PLUS credit check through Equifax before the Promissory Note can be completed. Please follow all on-screen instructions.
13. If approved, parent should complete all required fields for PLUS Master Promissory Note.
14. Select a lender from the dropdown box. **RMCAD** would recommend any of the lenders in the dropdown.
15. Provide names and contact information for **2** references residing at **separate US addresses**.
16. Parent should click the “**Sign the Note Electronically**” button. Review and agree to the terms and conditions listed for signing your Promissory Note electronically.
 - It is recommended that you print everything for your records.
17. Be sure to LOGOUT when you are finished.
18. RMCAD will receive notification from StudentLoanOnline that the parent has completed their Master Promissory Note. The student or parent will be notified of any remaining requirements.

If you experience any problems while you are completing any of the above steps, please contact College Access Network directly at 303.305.3500 or 888.696.5660. You may also email them at askops@college-access.net.